

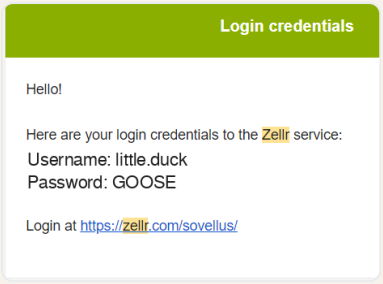
little duck

SELLER GUIDE — DESKTOP

Pricing Your Items

For All Inclusive sellers. Price your items in Zellr, then drop them in — we take care of the rest.

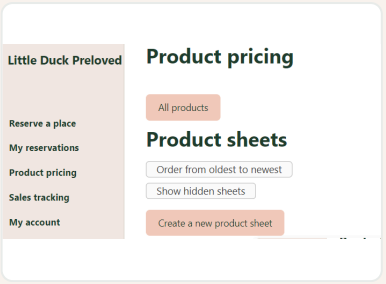
1 Log on to Zellr with the credentials emailed to you.



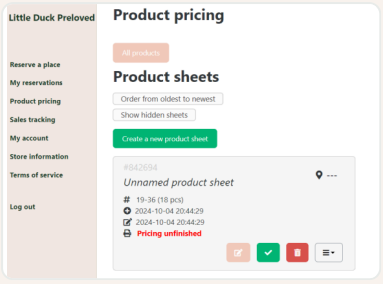
2 On the home page, click **Product pricing** on the left.



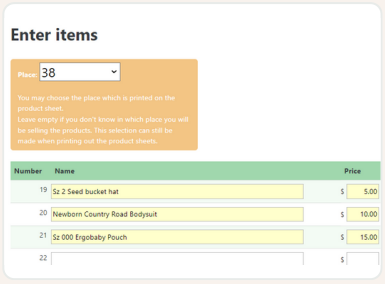
3 Click **Create a new product sheet** — the peach button.



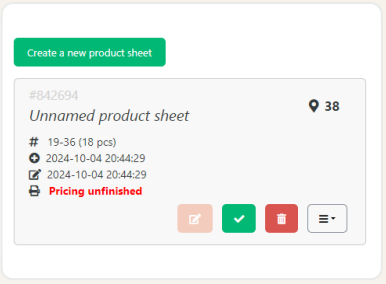
4 Click the peach pen button to open your sheet.



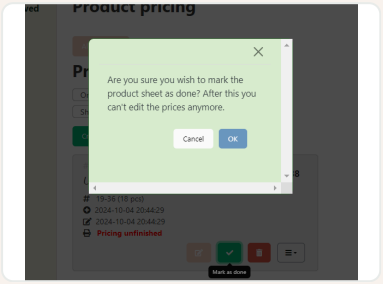
5 Select your rack number,* then enter items and prices. Click red **Save**.



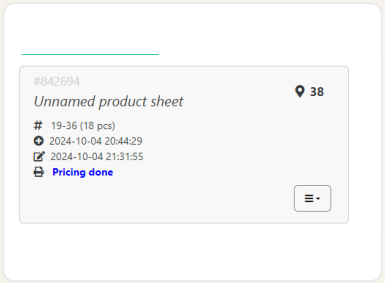
6 Back on Product pricing, mark the sheet done with the green tick.



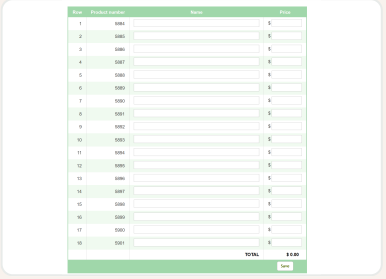
7 Click **OK** to confirm.



8 The sheet now reads **Pricing done**.



9 **Each sheet holds 18 items.** Repeat these steps for as many sheets as you need — we recommend a few extra for restocking.



* **Booked two racks?** If you have a kids rack and a women's rack, label the women's rack with a number starting **200–208**. This lets you apply a discount to one rack at a time rather than both at once.

DROPPING OFF YOUR ITEMS

You are now ready to simply drop your items into the store.

We recommend a minimum of **three business days** before your rack starts, to be sure everything is prepared in time. You can drop in up to **one business week** before.

If you have concerns about the timeframes, reach out and we will do our best to accommodate you if applicable.

WHILE YOUR RACK IS LIVE

You can **track your sales in real time** in your Zellr account.

Want to run a discount on your rack? Email us or message us on Instagram and we will set it up for you.

WHEN YOUR RACK FINISHES

You can collect any remaining items within **three business days following your rack finishing**.

Or we can donate them on to our partners, **Our Village** and **Big Group Hug** — just let us know and we will coordinate it.